

**IDAHO REAL ESTATE APPRAISER BOARD**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 12/9/2019**

**BOARD MEMBERS PRESENT:** H Scott Calhoun - Chair  
Brent Lee Stanger  
B Jane McClaran  
Eric J Brinton  
Paul J Morgan

**BUREAU STAFF:** Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicholas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Eric Nelson, Board Prosecutor  
Cesley Metcalfe, Board Specialist

The meeting was called to order at 10:00 AM MST by H Scott Calhoun.

**APPROVAL OF MINUTES**

Ms. McClaran made a motion to approve the minutes of September 9, 2019, October 2, 2019, and October 8, 2019. It was seconded by Mr. Morgan. Motion carried.

**INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

**EXECUTIVE SESSION**

Mr. Morgan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to discuss documents relating to the fitness of a licensee to retain a license or registration. It was seconded by Mr. Stanger. The vote was: Mr. Calhoun, aye; Mr. Stanger, aye; Ms. McClaran, aye; Mr. Brinton, aye; and Mr. Morgan, aye. Motion carried.

Mr. Morgan made a motion to come out of executive session. It was seconded by Ms. McClaran. Motion carried.

**DISCIPLINE AND INVESTIGATIONS**

Mr. Nelson presented a memorandum regarding case number REA-2020-2; Findings of Fact and Conclusions of Law regarding case number REA-2019-6; and a Stipulation and Consent Order in case number REA-2019-8.

Ms. Peel reviewed information regarding case numbers I-REA-2020-9, I-REA-2020-10, and I-REA-2020-12.

Mr. Morgan made a motion to accept the Findings of Fact and Conclusion of Law; to approve the Consent Order and allow the Board chair to sign on behalf of the Board; and to approve the Bureau's recommendations and authorize closure in case numbers I-REA-2020-9, I-REA-2020-10, and I-REA-2020-12. It was seconded by Mr. Stanger. Motion carried.

## **LEGISLATIVE REPORT**

Mr. McQuade presented a legislative update. Mr. McQuade stated that the Board's proposed laws were submitted by the August deadline. Mr. McQuade then presented new amendments to the proposed laws that remove two references to good moral character in Idaho Code § 54-4126. The proposed changes were submitted for review to a policy manager and legal counsel for the Appraisal Subcommittee prior to presentation to the Board. The Appraisal Subcommittee representatives stated that they believed the proposed language to be a good solution that will keep Idaho in compliance with federal requirements. Ms. McClaran made a motion to approve the proposed amendments. It was seconded by Mr. Morgan. Motion carried.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$854,287.85 as of November 30, 2019.

## **FREE FUND BALANCE DISCUSSION**

The Board had a lengthy discussion about options for reducing its cash balance. The item was added to the Board's To Do List for further discussion at the end of the 2020 Legislative Session.

## **OLD BUSINESS**

The Board reviewed the To Do List and no action was taken.

## **NEW BUSINESS**

## **UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP) PUBLICATION**

Mr. Morgan made a motion to order the new 2020-2021 USPAP version for members of the Board and staff. It was seconded by Ms. McClaran. Motion carried.

Ms. McClaran made a motion to add an item to the To Do List that authorizes staff to order the USPAP books for Board members and staff as new editions are published. It was seconded by Mr. Brinton. Motion carried.

## **EXPERIENCE LOG**

Mr. Morgan made a motion to approve a draft copy of the experience log and directed staff to post the document to the Board's website. It was seconded by Mr. Brinton. Motion carried.

## **APPRAISAL MANAGEMENT COMPANY (AMC) APPLICATION REVIEW**

Ms. McClaran made a motion to approve a draft copy of the Federally Regulated AMC application as amended. It was seconded by Mr. Brinton. Motion carried.

Mr. Stanger made a motion to approve a draft copy of the Federally Regulated AMC renewal form. It was seconded by Mr. Brinton. Motion carried.

Ms. McClaran made a motion to approve a draft copy of the AMC application. It was seconded by Mr. Brinton. Motion carried.

Mr. Stanger made a motion to approve a draft copy of the AMC renewal form. It was seconded by Ms. McClaran. Mr. Stanger amended the motion to approve a draft copy of the AMC renewal form pending any changes that may be suggested by the Appraisal Subcommittee. Ms. McClaran concurred. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from the Association of Appraiser Regulatory Officials (AARO) regarding regulatory and investigative training courses that will be offered prior to the spring conference. No action was taken.

## **CONFERENCE UPDATES AND ATTENDANCE**

Mr. Stanger made a motion to approve one staff member to attend the Regulator Training Course and one Board member to attend the Case Studies for Investigators Course in April 2020; to approve all Board members and one staff member to attend the AARO Spring Conference in April 2020; and to approve appropriate expenses. It was seconded by Ms. McClaran. Motion carried.

Mr. Morgan, Mr. Brinton, and Ms. Metcalfe gave an overview of the information presented at the AARO Fall Conference in October.

## **CORRESPONDENCE**

The Board reviewed correspondence from the Appraisal Subcommittee regarding Temporary Waiver Authority. No action was taken.

## **CE COURSES**

Mr. Stanger made a motion to approve the following courses:

ASFMRA – For Land’s Sake  
ASFMRA – Water Valuation  
INTERNATIONAL RIGHT OF WAY ASSN – USPAP and the Yellow Book

It was seconded by Mr. Morgan. Motion carried.

Mr. Stanger made a motion to approve the following course pending receipt of additional information:

ASFMRA – 2020 Idaho Utah Chapter Meeting

It was seconded by Mr. Brinton. Motion carried.

## **EXECUTIVE SESSION**

Mr. Morgan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Mr. Stanger. The vote was: Mr. Calhoun, aye; Mr. Stanger, aye; Ms. McClaran, aye; Mr. Brinton, aye; and Mr. Morgan, aye. Motion carried.

Mr. Brinton left the meeting at 1:36 PM MST.

Mr. Morgan made a motion to come out of executive session. It was seconded by Ms. McClaran. Motion carried.

## **APPLICATIONS**

Ms. McClaran made a motion to approve the following for licensure:

JOSHUA LEE DARROW	CRA-5037
BRIAN JAMES WOOD	CRA-5108

Mr. Morgan seconded the motion. Due to a typographical error, the Board clarified that the application for CRA-5108 is for a certified residential appraiser and not a

certified general appraiser. Both the maker of and the second on the motion agreed. Motion carried.

Mr. Morgan made a motion directing Bureau staff to send a letter to a licensee stating that a course submitted for review is not approved for continuing education in Idaho and is not valid to meet the requirements for renewal of an Idaho license. It was seconded by Mr. Stanger. Motion carried.

**NEXT MEETING** was scheduled for February 10, 2020 at 8:30 AM MST.

## **ADJOURNMENT**

Mr. Morgan made a motion to adjourn the meeting at 1:49 PM MST. It was seconded by Mr. Stanger. Motion carried.

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H Scott Calhoun, Chair